

## TITLE 3. PROGRAMS AND SERVICES

Adopted July 2007

### DIVISION 5. PROVIDERS OF PROGRAMS AND SERVICES

#### Chapter 1. Providers of Continuing Legal Education

#### Article 1. Global provisions

##### Rule 3.600 Definitions

- (A) An “activity” is MCLE that the State Bar approves as meeting standards for MCLE credit.
- (B) A “provider” is an individual or entity approved by the State Bar to grant MCLE credit for an educational activity.
- (C) A “Single Activity Provider” is approved to grant credit for a single MCLE activity after submitting an application for approval of the activity in accordance with State Bar procedures and paying the appropriate processing fee.
- (D) A “Multiple Activity Provider” is approved to grant credit for any MCLE activity that complies with the terms of the Multiple Activity Provider Agreement.<sup>1</sup>
- (E) “MCLE credit” is the number of credit hours that a member may claim to meet the requirements of these rules.
- (F) A “credit hour” is sixty minutes actually spent in an educational activity, less any time for breaks or other activities that lack educational content. A credit hour is reported to the nearest quarter hour in decimals. MCLE credit includes time for introductory and concluding remarks and for questions and answers.
- (G) An “approved jurisdiction” is recognized by the State Bar as having MCLE requirements that substantially meet State Bar standards for educational activities and computing MCLE credit hours in a manner acceptable to the State Bar. Approved jurisdictions are listed on the State Bar website.

*Rule 3.600 adopted as Rule 3.500 effective January 1, 2008; renumbered as Rule 3.600 effective November 4, 2011*

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<sup>1</sup> Business & Professions Code § 6070 (b) provides that programs offered by the California District Attorneys Association and the California Public Defenders Association are deemed to be approved MCLE.

### Rule 3.601 Standards

To be approved for MCLE credit, an educational activity must meet State Bar standards.

- (A) The activity must relate to legal subjects directly relevant to members of the State Bar and have significant current professional and practical content.
- (B) The provider must have significant professional or academic experience related to its content.
- (C) Promotional material must state that the activity is approved for MCLE credit or that a request for approval is pending; specify the amount of credit offered; and indicate whether any of the credit may be claimed for required MCLE in legal ethics, elimination of bias, or the prevention, detection, and treatment of substance abuse or mental illness that impairs professional competence.<sup>2</sup>
- (D) If the activity lasts more than an hour, the provider must make substantive written materials available either before or during the activity. Any materials provided online must be available online for at least thirty calendar days following the activity.
- (E) Programs and classes must be scheduled so that participants are free of interruptions.

*Rule 3.601 adopted as Rule 3.501 effective January 1, 2008; renumbered as Rule 3.601 effective November 4, 2011.*

### Rule 3.602 Responsibilities of Every Provider

Every provider must:

- (A) comply with any State Bar rules and terms applicable to an approved activity;
- (B) retain the Record of Attendance for an activity for four years from the date of the activity and submit it to the State Bar upon request;
- (C) furnish a MCLE Certificate of Attendance to each attendee who has met the requirements for the activity;
- (D) give each attendee who completes an activity a State Bar MCLE Activity Evaluation Form or its equivalent; retain the completed form for at least one year; and submit it to the State Bar upon request;

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<sup>2</sup> Business & Professions Code § 6070 (b) provides that programs offered by the California District Attorneys Association and the California Public Defenders Association are deemed to be approved MCLE. State Bar Rule 2.84 provides that “A member may claim MCLE credit for educational activities that the Board of Legal Specialization approves for certification or recertification.”

- (E) permit State Bar auditors to attend or otherwise audit an activity at no cost; and
- (F) notify the State Bar in writing of any change in the name, address, or other contact information required by the State Bar.

*Rule 3.602 adopted as Rule 3.502 effective January 1, 2008; renumbered as Rule 3.602 effective November 4, 2011.*

### Rule 3.603 Suspension or Revocation of Provider Approval

The State Bar may suspend or revoke a provider's approval at any time for failure to comply with these rules or the terms of any applicable State Bar agreement.

*Rule 3.603 adopted as Rule 3.503 effective January 1, 2008; renumbered as Rule 3.603 effective November 4, 2011.*

## Article 2. Multiple Activity Providers

### Rule 3.620 Applying for Multiple Activity Provider Status

To be considered for Multiple Activity Provider status, a provider must:

- (A) within a two-year period receive State Bar approval for four different MCLE activities and hold them on four different dates; and
- (B) submit an application and processing fee for Multiple Activity Provider status within that same period.

*Rule 3.620 adopted as Rule 3.520 effective January 1, 2008; renumbered as Rule 3.620 effective November 4, 2011.*

### Rule 3.621 Renewing Multiple Activity Provider Status

To be eligible for renewal of up to three years, a Multiple Activity Provider must:

- (A) apply for renewal using the State Bar form for Multiple Activity Provider Renewal;
- (B) submit evidence that it has offered four different activities that meet the requirements of these rules within the two years preceding its application for renewal;
- (C) submit the completed form and any required documentation by the deadline set by the State Bar; and
- (D) pay the appropriate fees.

*Rule 3.621 adopted as Rule 3.521 effective January 1, 2008; renumbered as Rule 3.621 effective November 4, 2011.*